# TurnitinUK Moodle® Integration Instructor User Manual

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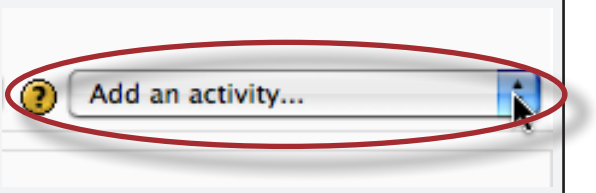
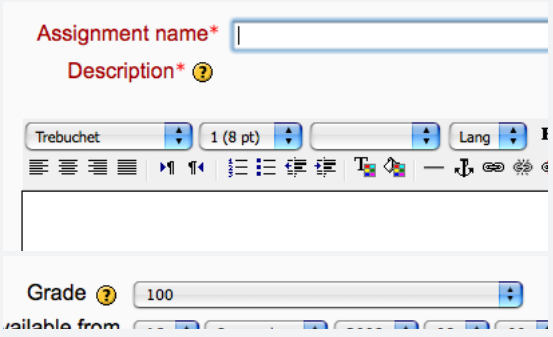
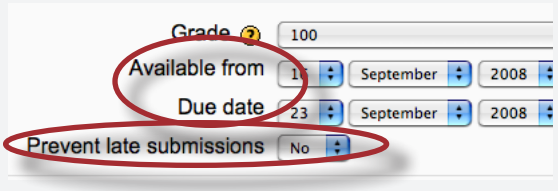
# Moodle Integration Instructor Manual

Welcome to the instructor portion of the TurnitinUK Moodle Integration Manual. Once the TurnitinUK Plugin is available, instructors can add TurnitinUK assignments to their course.

## Creating a TurnitinUK Assignment

TurnitinUK assignments are added from the course's home page. To open the course home page, click on the course from the Moodle start page.

From the course home page, click on the *Turn editing on* link in the Administration menu to allow assignments to be added to the course.

| **To add a TurnitinUK assignment follow these steps:** | |
|---|---|
| 1. First click the *turn editing on* link. Then select *TurnitinUK* from the *Add an activity...* pull-down menu |  |
| 2. On the assignment creation page, enter the following:<br>• assignment title<br>• a description for the assignment<br>• a point value for the assignment from the *Grade* pull-down menu |  |
| 3. Select start and due dates for the assignment. Specific times are also selected. Students are only able to submit once the *Available from* date and time has passed. After the *Due date* and time, students will be blocked unless late submissions are enabled. |  |
| 4. Click the *Save and display* button | |

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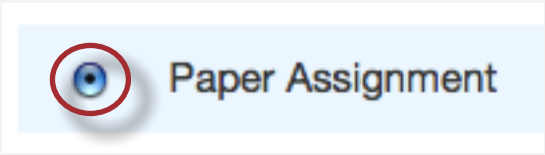
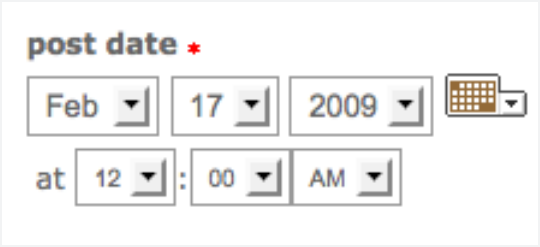
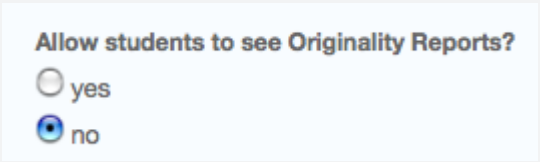
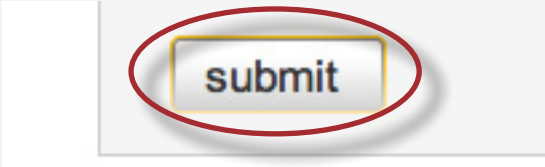
| **To add a TurnitinUK assignment follow these steps:** | |
|---|---|
| 5. Select *Paper Assignment* by clicking on the radio button next to it and then click on the *Next Step* button |  |
| 6. Select a post date for the assignment.<br><br>**NOTE**: For assignments with Anonymous Marking enabled, the post date determines when grades are posted to the Moodle Gradebook and when the author names are made available. Otherwise, in Moodle, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Moodle Gradebook. |  |
| 7. Click on the *more options* link to view the advanced assignment options | |
| 8. Select whether or not to allow students to view Originality Reports for their submissions from the *Allow students to see Originality Reports?* option |  |
| 9. Modify any other assignment options | |
| 10. Click *submit* to add the TurnitinUK assignment to the course |  |

## Advanced Assignment Options

When creating a paper assignment the user may select to view and change any of the advanced assignment options. Some of the advanced assignment options are automatically shown on the TurnitinUK assignment options page. To see more advanced assignment options click on the more options link from the new assignment page within TurnitinUK.

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# Available Assignment Options

**Generate Originality Reports for student submissions -**

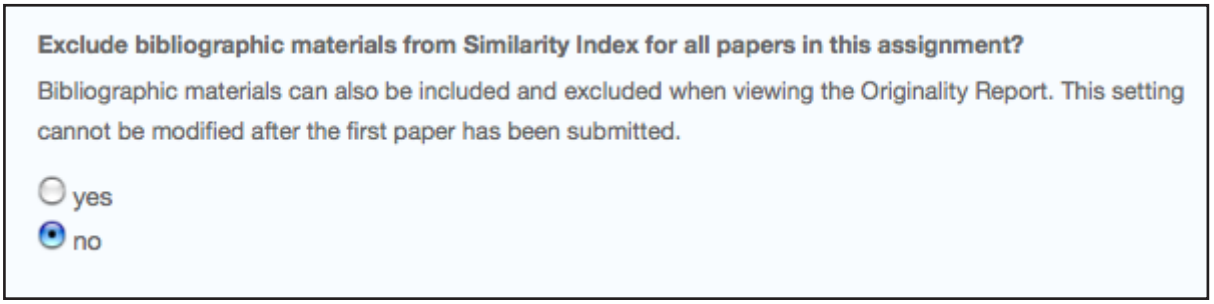
- **immediately (first report is final)** - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.

- **immediately (can overwrite reports until due date)** - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Student submissions will compare against one another within the assignment on the due date and time, which may result in a change in the Originality Report similarity index and results at the due date and time. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions after the due date and time of the assignment.

- **on due date** - Originality Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.

## Exclude bibliographic material from Similarity Index for all papers in this assignment?

This feature of assignment creation provides instructors with the ability to control the option whether bibliographic material will automatically be excluded from Originality Reports. The default is *no*. Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.


Exclude bibliographic materials from Similarity Index for all papers in this assignment?
Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.
yes
no

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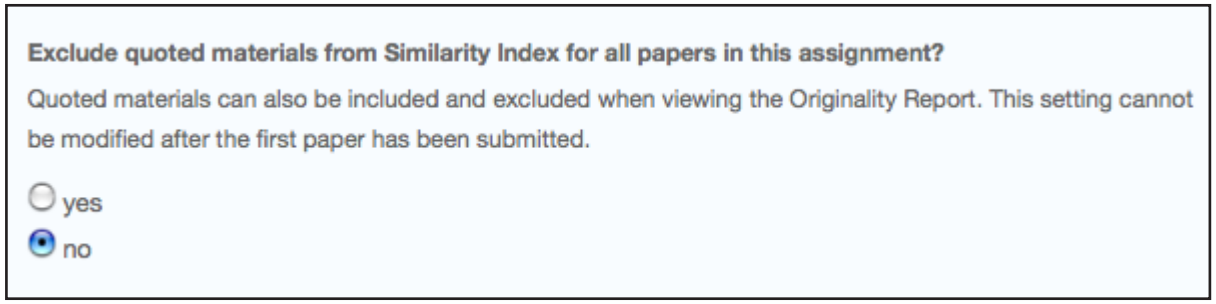
## Exclude quoted material from Similarity Index for all papers in this assignment?

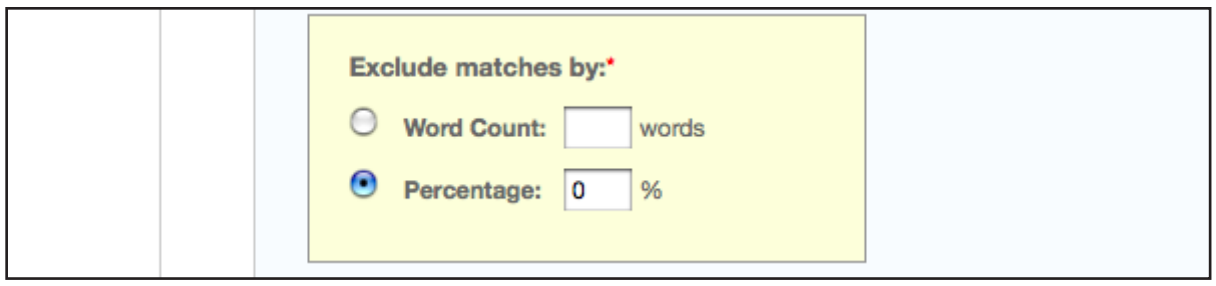
This feature of assignment creation provides instructors with the ability to control the option whether quoted material will automatically be excluded from Originality Reports. The default is *no*. Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.


Exclude quoted materials from Similarity Index for all papers in this assignment?
Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.
yes
no

## Exclude small matches?

This feature of assignment creation provides instructors with the ability to automatically exclude small matches from all Originality Reports generated within this assignment. To exclude small matches click *yes*.

Once *yes* has been clicked the *Exclude matches by:* option window will open. Enter into either the *Word Count:* or *Percentage:* fields the numerical value for small matches that will be excluded from Originality Reports in this assignment.




Instructors can adjust the exclude small matches assignment setting at any time by clicking on the *edit* icon to the right of the assignment name. The excluding small matches feature can be adjusted within each Originality Report as well.

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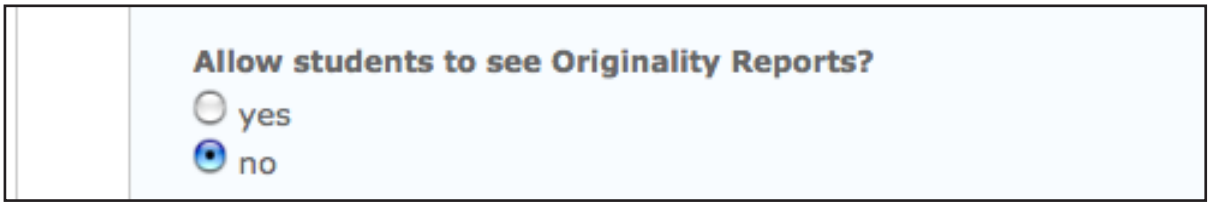
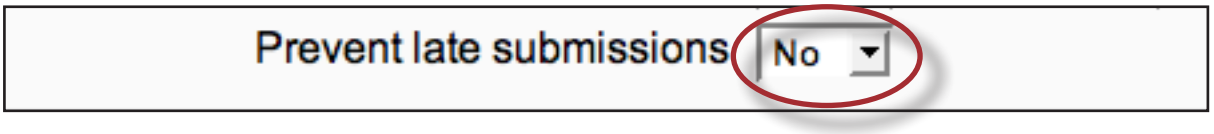
## Allow Students to see Originality Reports

This feature of assignment creation provides instructors with the ability to control the option to allow students to see Originality Reports within each created assignment. This option gives instructors more flexibility and control when creating assignments. Select *yes* to allow students to see the Originality Report for the assignment. The default setting is *no.*




## Late Submission

An instructor can disable submissions after the due date and time. The default is to allow late submissions. To prevent late submissions use the drop down menu next to *prevent late submissions* and select *yes*. The default setting is *no*. When enabled, students will be able to submit papers after the due date and time has passed as long as that student has not already submitted a paper to the assignment.




Student submissions after the due date and time will be marked with red text in the date column of the submission in the assignment inbox. A student cannot overwrite a submission past the assignment due date and time, even if the late submission option is enabled.

## Enable Anonymous Marking

If anonymous marking is enabled for an instructor the *Enable anonymous marking* option will appear within *more options*. To enable anonymous marking for an assignment select *yes* from the Enable anonymous marking? pull-down menu. When anonymous marking is enabled, the author's name will be anonymous until the post date of the assignment or when an instructor chooses to reveal the author's identity.

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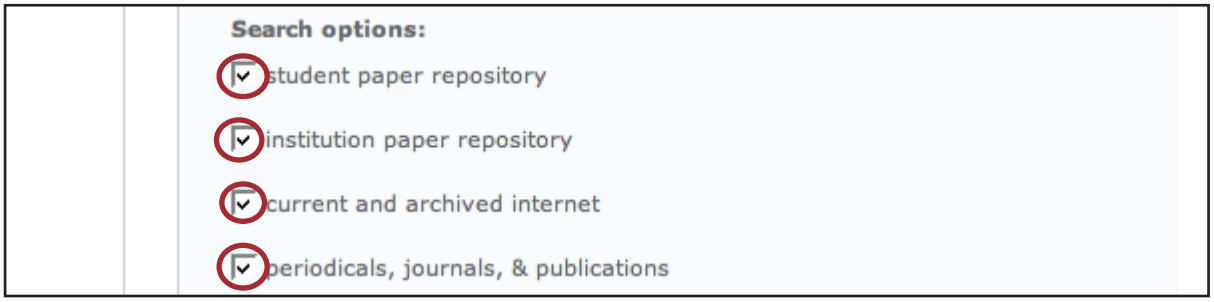
## Repository Options

If the repository options are enabled for an instructor 2 or 4 options will appear within the *Submit papers to:* pull-down menu. Instructors will be able to set the *Submit papers to* assignment option to store student papers in the standard paper repository, in the institution paper repository, no repository, or to allow students to choose between the standard paper repository or the institution paper repository.

## Repository Sources for Similarity Reports

The instructor is able to select the available repository sources to compare submissions in the assignment against. This allows an instructor to disregard a source type if the comparison against this type of source is not needed.

The available search targets are listed under *Search options.* The targets with a check mark are those that will be searched. To remove a search target repository, click on the check box to remove the mark. Clicking on an empty selection box next to the repository will re-add the repository as a search target. This selection will not alter any currently generated Originality Reports or Overall Similarity Index scores.




## Search Targets

Currently available search targets are:

- **student paper repository** - works previously submitted in classes and assignments on TurnitinUK
- **institution paper repository -** works previously submitted to the institution's repository
- **current and archived internet** - a repository of archived and live publicly available internet pages containing billions of pages of existing content and tens of thousands of new pages added daily
- **periodicals, journals, & publications** - third party periodical, journal, and publication content including many major professional journals, periodicals, and business publications

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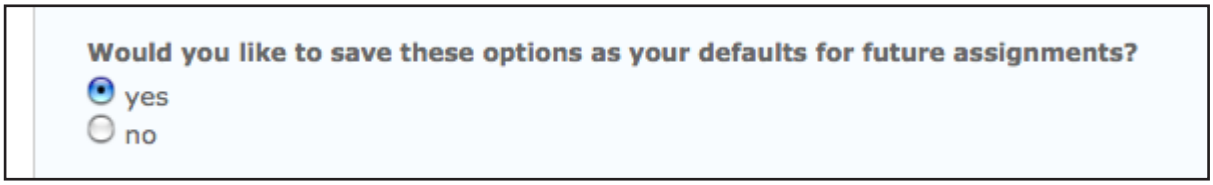
## Changing Advanced Assignment Option Defaults

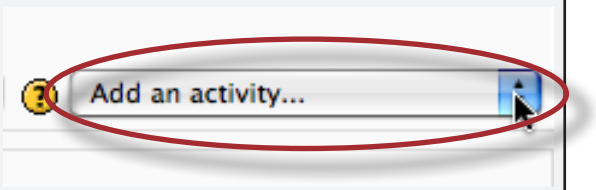
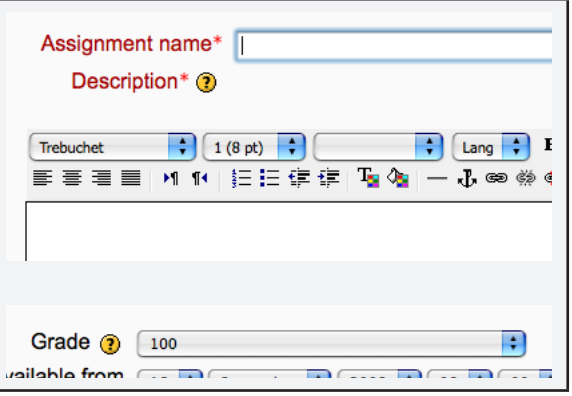
If any changes have been made to the advanced assignment options, an additional option will be available at the bottom of the options panel. The instructor is asked *Would you like to save these options as your defaults for future assignments?* Select *yes* to save these advanced assignment options as the default for all future assignments created within this course. These default advanced assignment options will not apply to new assignments created in any other course on the Moodle System, but will be applied to all assignments created in the current course by any instructor.

The default settings can be changed at any time when creating a new assignment or updating an existing assignment.




## Revision Assignments

Student users can only submit one paper per assignment. If the instructor wishes students to submit multiple drafts without overwriting the previous drafts, the instructor can create additional assignments using the revision assignment type. Revision assignments are duplicates of the 'parent' assignment's advanced options and standard settings, but may have new start, due, and post dates. The revision assignment may have a different Generate Originality Reports for student submissions setting. The instructor may also select a different set of optional special instructions, or assign a different point value.

| **To create a TurnitinUK revision assignment, follow these steps:** | |
|---|---|
| 1. Once editing is turned on, select the TurnitinUK type of assignment from the *Add an activity*... pull-down menu |   |
| 2. On the assignment creation page, enter the following:<br>• the revision assignment name<br>• (optional) the description of the assignment<br>• a point value for the assignment from the Grade pull-down menu |   |

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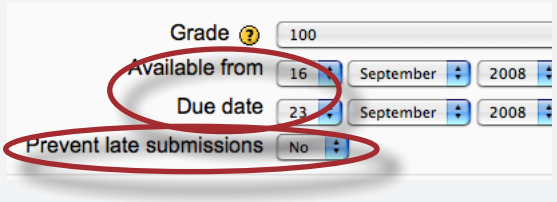
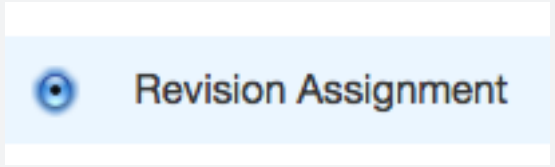
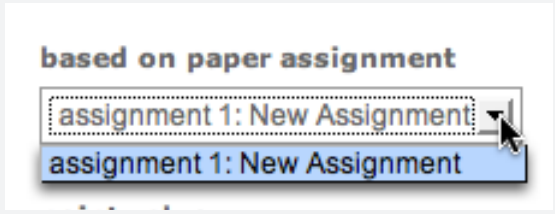
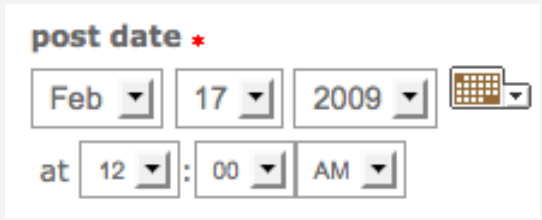
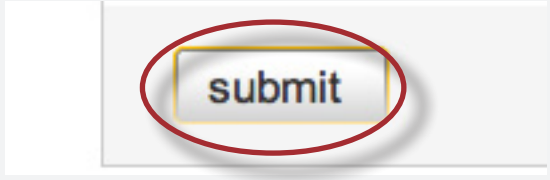
| **To create a TurnitinUK revision assignment, follow these steps:** | |
|---|---|
| 3. Select the *Available from* (start) date and *due* dates for the assignment. Specific times are also selected. Students are only able to submit once the *start date* and time has passed. After the *due date* and time, students will be blocked unless late submissions are enabled |  |
| 4. Click on the *Save and display* button | |
| 5. Select *Revision Assignment* by clicking in the radio button next to the Revision Assignment type and then click on the *Next Step* button |  |
| 6. From the pull-down menu labeled *based on paper assignment* select the assignment this revision should be based on |  |
| 7. Select a post date for the assignment |  |
| 8. Modify any other assignment options | |
| 9. Click *submit* to add the TurnitinUK revision assignment to the course |  |

**Note:** For assignments with Anonymous Marking enabled, the post date determines when grades are posted to the Moodle Gradebook and when the author names are made available. Otherwise, in Moodle, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Moodle Gradebook.

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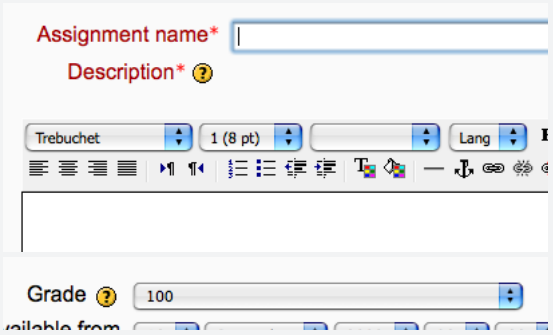
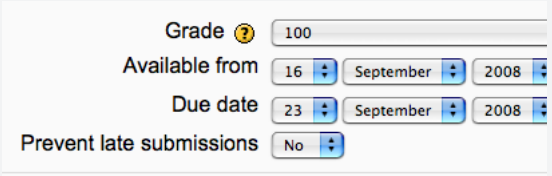
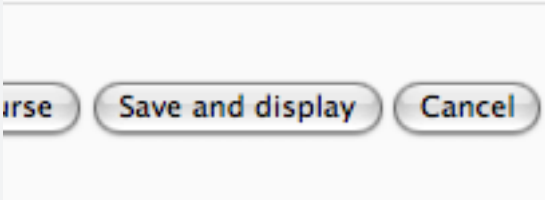
# Creating a PeerMark Assignment

PeerMark assignments can only be created once a class has at least one standard paper assignment. A PeerMark assignment requires an assignment to be 'based on', which allows the PeerMark assignment to have a pool of papers to use as the basis for the peer review.

The assignment the PeerMark assignment is based on should meet the following criteria:

- The due date of the parent assignment comes before the start date and time of the PeerMark assignment
- Student submissions should not contain the name of the student in the paper to preserve anonymity in the peer review process (optional)

## Step One - PeerMark Settings

| **Creating a PeerMark Assignment Step 1** | |
|---|---|
| 1. Once editing is turned on, select the TurnitinUK type of assignment from the *Add an activity...* pull-down menu | |
| 2. On the assignment creation page, enter the following:<br>• the revision assignment name<br>• (optional) the description of the assignment<br>• a point value for the assignment from the Grade pull-down menu |  |
| 3. Select the *Available from* (start) date and *due* dates for the assignment. Specific times are also selected. Students are only able to submit once the *start date* and time has passed. After the *due date* and time, students will be blocked unless late submissions are enabled |  |
| 4. Click on the *Save and display* button |  |

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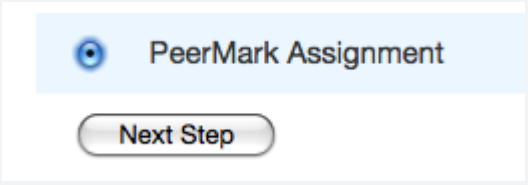
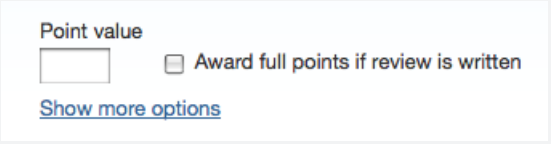
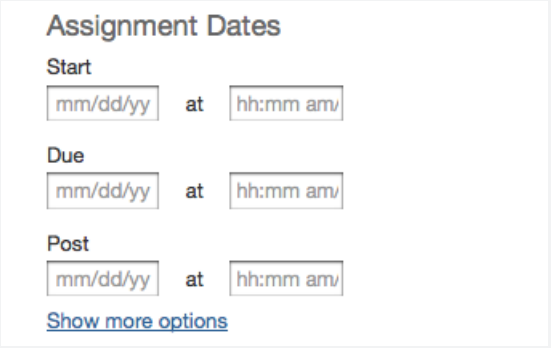
| **Creating a PeerMark Assignment Step 1** | |
|---|---|
| 5. Select PeerMark Assignment and click on the *Next Step* button to begin creating a PeerMark Assignment |  |
| 6. Select the paper assignment the peer review is based on | |
| 7. Select a Point value for the assignment. Select whether to award full points if review is written by placing a check mark in the *Award full points if review is written* option |  |
| 8. Next, select the dates for the PeerMark Assignment. The dates the instructor must select are: the start date, the due date, and the post date. The start date is the date students can begin reading papers and writing reviews. The due date prevents students from writing reviews after this date. The post date is the date students will have access to reviews written by their classmates |  |
| 9. Click the Save & Continue button to continue PeerMark assignment creation | |

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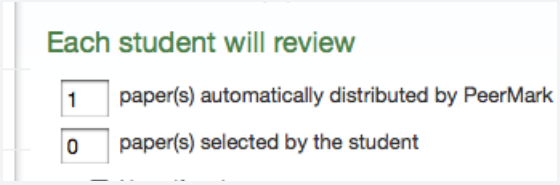
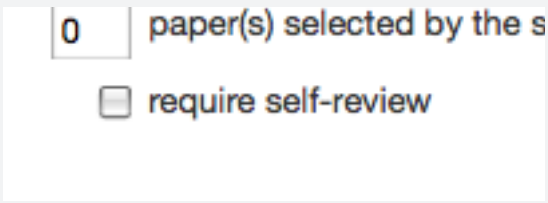
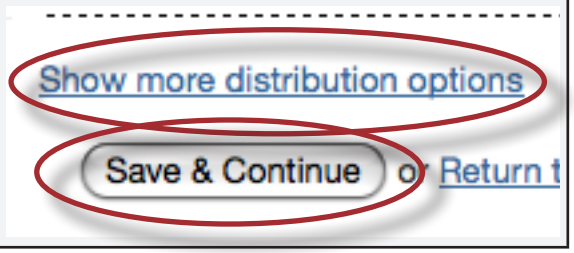
# Step Two - Distribution

In step 2 the instructor determines how many papers will be distributed to the students in the course.

| **Selecting the number of papers each student will review:** | |
|---|---|
| 1. Click on the *Edit* link to adjust the number of papers each student will have to review. The default is to have each student review 1 paper automatically distributed by PeerMark | |
| 2. Place the number of *paper(s) automatically distributed by PeerMark* or *papers selected by the student* to review within the appropriate fields |  |
| 3. Select whether you would like the student to write a self-review by clicking in the *require self-review* check box. A self review uses the same free response and scale questions the student used to write reviews of their classmates' papers but the review is for their own paper |  |
| 4. Click on the *Save* button to save any changes or *Cancel* link to cancel any changes | |
| 5. Click Save & Continue to move on to Step 3 of PeerMark assignment creation or to view the advanced distribution options click on the *Show more distribution options* link |  |

The advanced distribution options allow instructors to choose to exclude student papers from distribution or specify which student papers a student(s) will have to review. PeerMark will automatically distribute papers to students but an instructor may choose specific student pairings which will then add an exception to the PeerMark distribution which will adjust its logic according to the instructor's rules.

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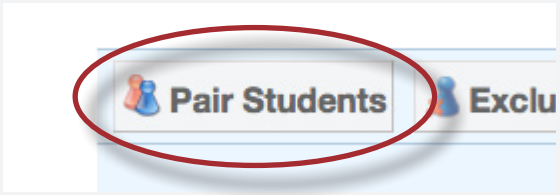
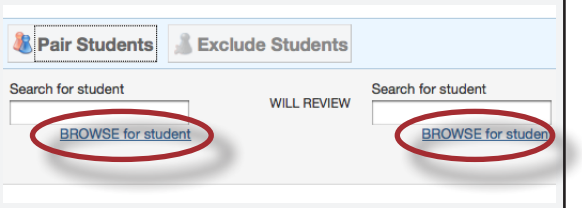
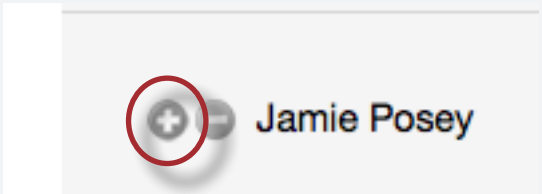
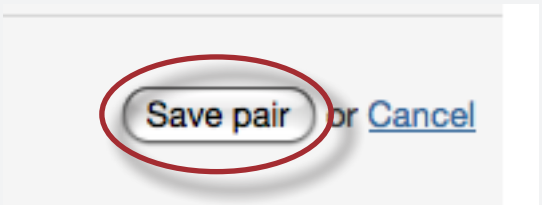
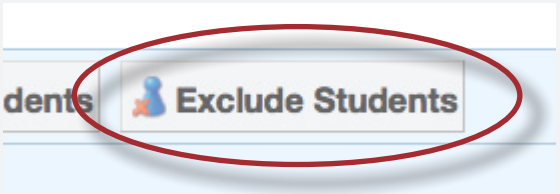
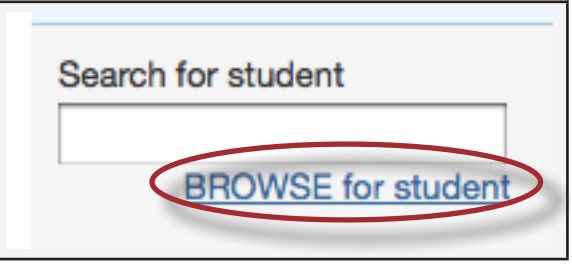
| **Pairing students for review:** | |
|---|---|
| 1. To assign a student(s) to review a specific student's paper, click on the *Pair Students* button |  |
| 2. Clicking the Pair Students button opens up the pairing field. Click on the *BROWSE for student* link to select a student you would like to be the reviewer. Then click on the *BROWSE for student* to the right of WILL REVIEW to select the student whose paper will be reviewed |  |
| 3. An instructor can select multiple students to be a reviewer of another student. Once one reviewer has been selected an instructor may click on the plus icon to the left of the first reviewer to open up another search box which the instructor can then use to select another student to be a reviewer |  |
| 4. Once the pairing of students is complete, click on the Save pair button to save this pairing |  |

Students may also be excluded from review by clicking on the Exclude Students button. Students who are excluded from review will not be able to write or receive reviews.

| **Excluding students from review** | |
|---|---|
| 1. Instructors can exclude students from review by clicking on the Exclude Students button |  |
| 2. Click on the *BROWSE for student* link to select a student who will be excluded from review papers and will not have a paper distributed for review |  |

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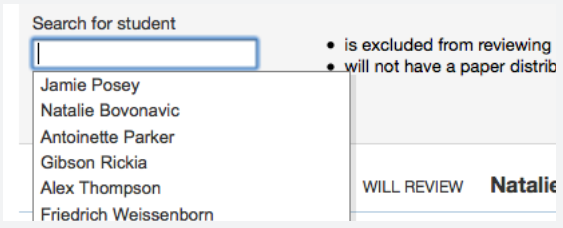
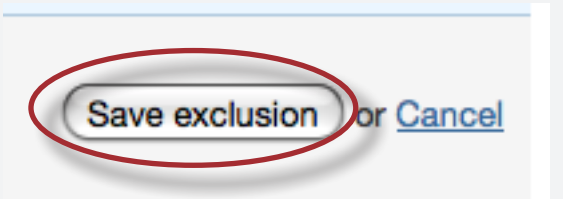
| **Excluding students from review** | |
|---|---|
| 3. Select a student from the drop down list |  |
| 4. Once a student is selected, click on *Save exclusion* to exclude the student from the review |  |

## Step Three - Adding Questions to the Review

Step three allows an instructor to choose scale and free response questions for the PeerMark assignment.

A free response question example would be:

> *"What is the thesis of the paper?"*

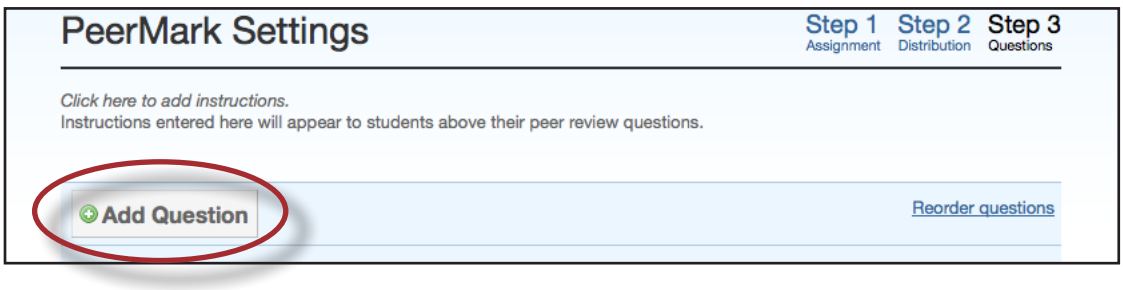
Free response questions allow an instructor to pose these questions for students to answer in their peer review and can include minimum length requirements.

A scale question example would be

> *"How well does the introduction pull you in as a reader? Scale, Not very well to Really well"*

Scale questions allow students to rate the paper on instructor chosen areas of writing.

To add questions to a PeerMark assignment click on the *Add Question* button.

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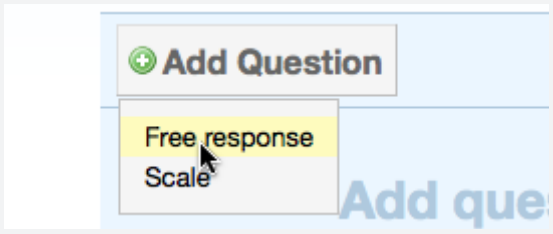
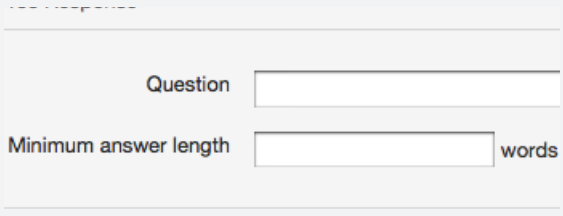
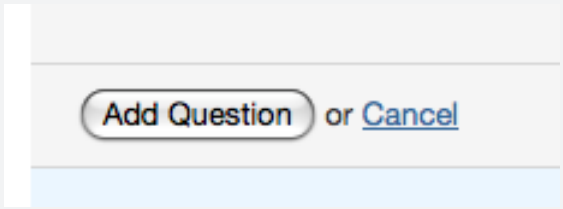
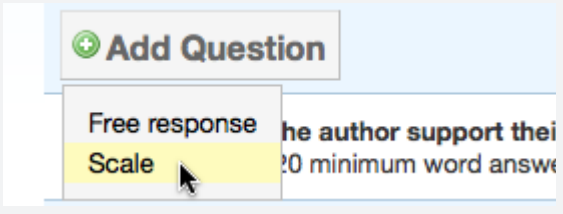
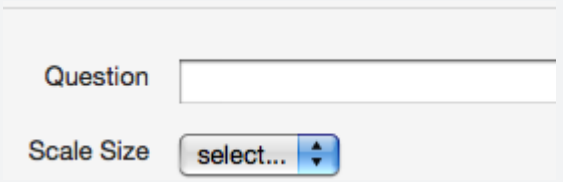
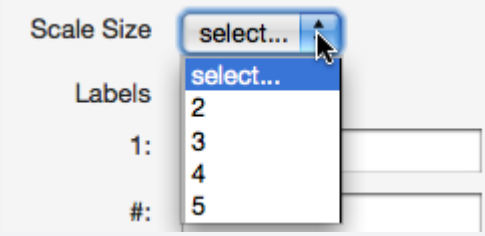
| **Creating a free response question in PeerMark creation:** | |
|---|---|
| 1. Click on the *Add Question* button and select *Free response* |  |
| 2. Enter the question in the *Question* field and enter a value in the *Minimum answer length* field |  |
| 3. Once the question and minimum answer length have been entered, click on the *Add Question* button to add the free response question to the PeerMark assignment |  |

| **Creating a scale question in PeerMark creation:** | |
|---|---|
| 1. Click on the *Add Question* button and select *Scale* |  |
| 2. Enter the question in the *Question* field |  |
| 3. Select the scale size. The highest scale value is 5 |  |
| 4. Enter in the labels for the scale in the appropriate fields. An example for labelling the scale question: "How well does the introduction set up the Thesis of the paper?" would be 1: Not very well to 5: Extremely well | |

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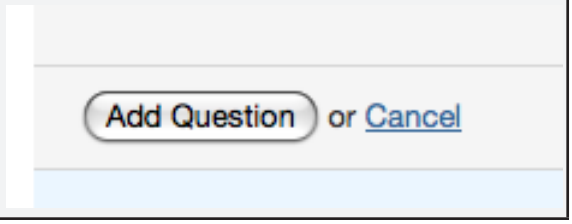
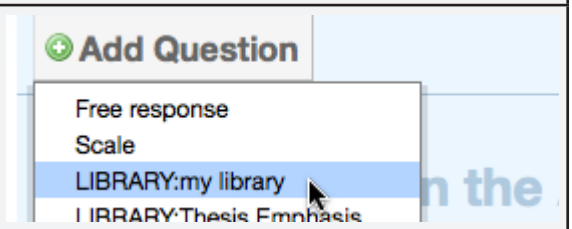
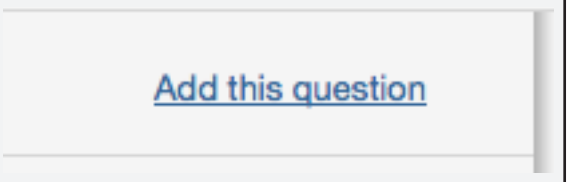
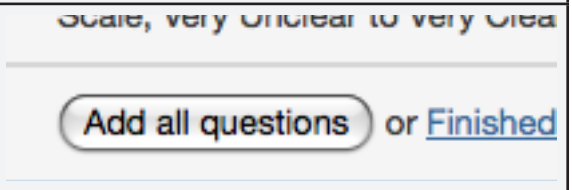
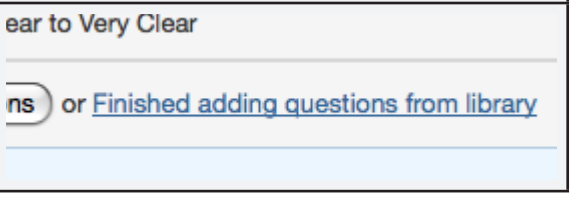
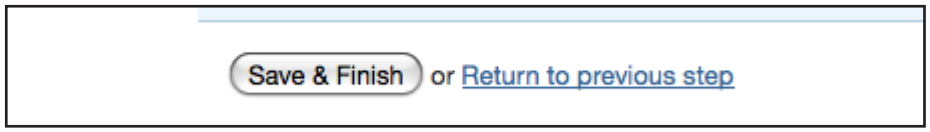
| **Creating a scale question in PeerMark creation:** | |
|---|---|
| 5. Click on the *Add Question* button to add the scale question to the PeerMark assignment |   |

| **Adding a question from a PeerMark library:** | |
|---|---|
| 1. Click on the *Add Question* button and select the library you would like to add a question from |   |
| 2. Click on the *Add this question* link to the right of each question you would like to add to your PeerMark assignment |   |
| 3. Click on the *Add all questions* button to add all the questions to the PeerMark assignment |   |
| 4. Click on the *Finished adding questions from library* link when you have added all the questions you want from this library |   |

Once the instructor has added all the questions they want to the PeerMark assignment click on the *Save & Finish* button to complete the PeerMark assignment creation.

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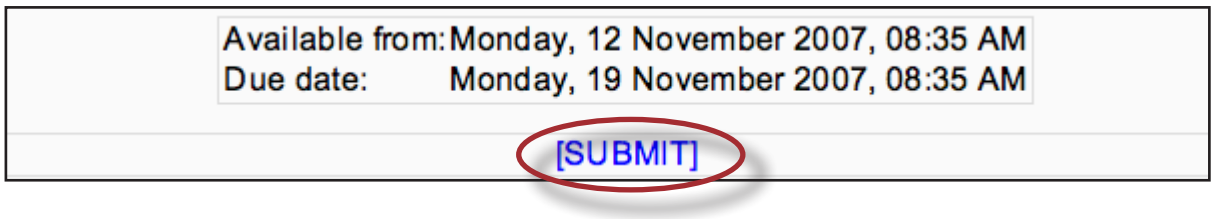
# Submitting Papers

Instructors can submit papers to a TurnitinUK assignment by clicking on the assignment from the homepage or clicking first on the assignment link then clicking on the assignment within the assignments page. This action will open up a new screen, showing the start and due dates specified for the assignment and a *Submit* link underneath, click on the *Submit* link to open up the TurnitinUK submission page.




There are four ways for an instructor to submit papers to a TurnitinUK Assignment:

- **single file upload** - a single file submission selected by the instructor
- **cut and paste upload**- submission of text copied and pasted into a TurnitinUK submission box. May be used to submit from a file format that is not accepted. No images of non-text information can be copied and pasted - only plain text can be accepted
- **multiple file upload** - multiple files selected one by one. Similar to adding multiple attachments to an e-mail
- **zip file upload**- submit a standard zip file containing multiple papers. May contain up to 200MB or 1,000 files. Zip file uploads of significant size may require additional time to complete

## File Types and Size

TurnitinUK currently accepts the following file types for upload into an assignment:

- Microsoft Word® (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)

The file size may not exceed 20 MB. Files of larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to TurnitinUK.

The zip file upload accepts up to 1000 files or 200MB of zipped information. A zip file to be uploaded may not exceed either limit. Zip files should be checked to ensure only usable file formats are included in the upload.

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**Note:** Text only files may not exceed 2 MB.

**Note:** PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

**Tip:** Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

**Note:** Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

**Note**: Users whose files are saved in a file type that is not accepted by TurnitinUK will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

**Warning:** Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.

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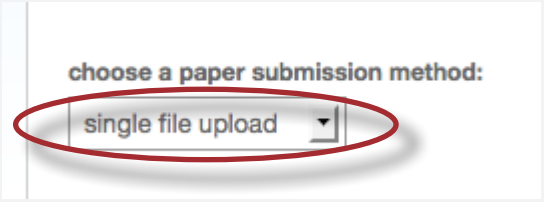
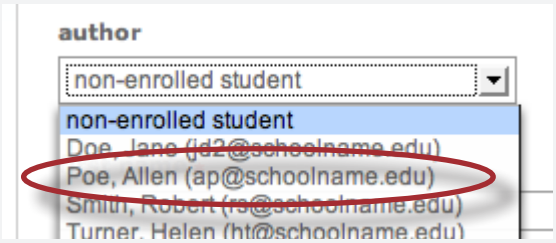
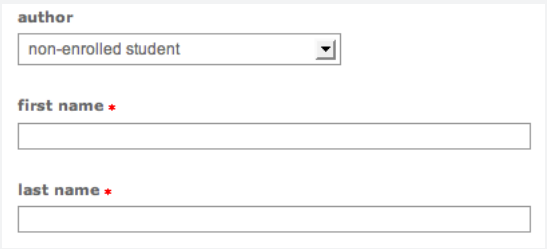
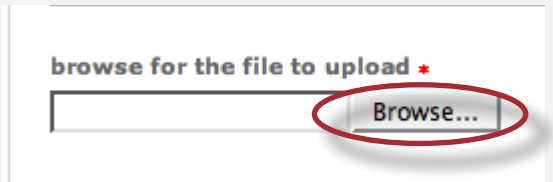
# File Upload

File upload is the default option on the submission page and allows the instructors to submit a single paper at a time.

| **Submitting a paper by file upload:** | |
|---|---|
| 1. Click on an assignment from the homepage. This will open up a new window, click *Submit* to open up the Turnitin assignment submission page | |
| 2.If needed, select *single file upload* from the *choose a paper submission method*: pull down menu. Single file upload is the default submission type for new users |  |
| 3a. Select an enrolled student name using the pull-down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission |  |
| 3b. The instructor may enter the first and last name of a non-enrolled student<br><br>**Warning:** Papers submitted for non-enrolled students cannot be graded or marked for paperless return to students |  |
| 4. Enter the title for the paper. This field is required | |
| 5. Click the *Browse* button and locate the paper to submit |  |

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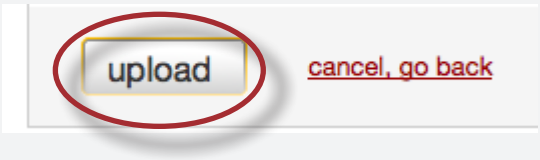
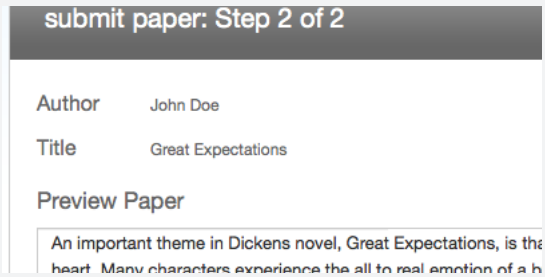
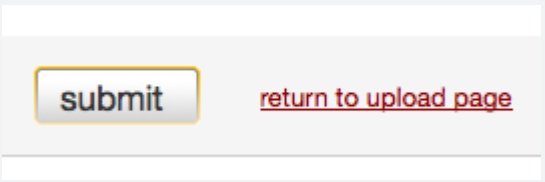
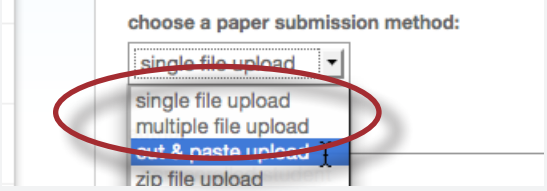
| **Submitting a paper by file upload:** | |
|---|---|
| 6. Click *upload* to upload this file. A status bar will appear and display the upload progress |  |
| 7. Once the paper has been uploaded, the following page asks for confirmation of the text of the paper. Review the text to confirm the correct file was selected |  |
| 8. To complete the file upload, click on the *submit* button. If the wrong file was loaded, click on *return to upload page* and re-submit with the correct file |  |

## Cut and Paste Submissions

The cut and paste submission option allows users to submit information from non-supported word processors or file types, or to only submit specific parts or areas of a document that may need an Originality Report generated.

Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.

| **Submitting by Cut and Paste** | |
|---|---|
| 1. Click on an assignment from the homepage. This will open up a new window, click *Submit* to open up the TurnitinUK assignment submission page | |
| 2. Select *cut and paste* from the *choose a paper submission method*: pull down menu. Single file upload is the default submission type for new users |  |

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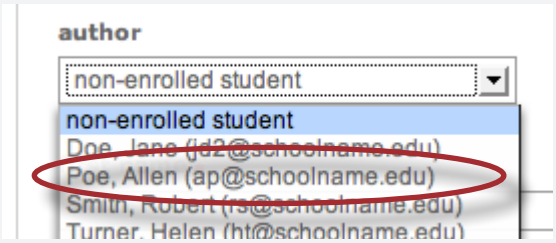
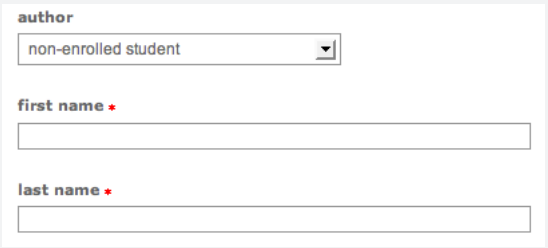
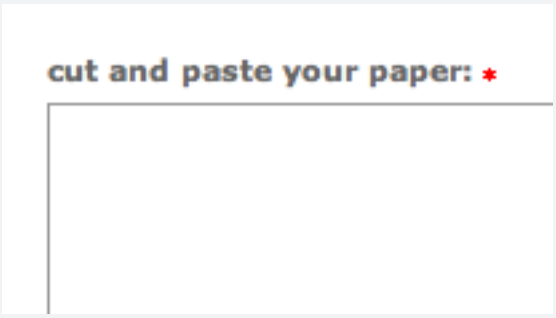
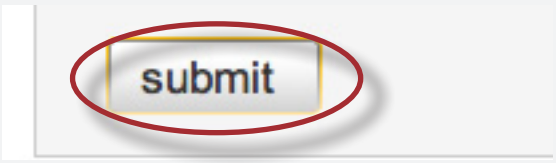
| **Submitting by Cut and Paste** | |
|---|---|
| 3a. Select an enrolled student name using the pull-down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission |  |
| 3b. The instructor may enter the first and last name of a non-enrolled student<br><br>**Warning:** Papers submitted for non-enrolled students cannot be graded or marked for paperless return to students |  |
| 4. Enter the title for the paper. This field is required | |
| 5. Copy and paste the selected text into the text box<br><br>**Tip:** To copy and paste text, highlight the text to submit in a word processing or text editing program and select *copy* from the *edit* menu. To transfer the text into the text box on TurnitinUK, click inside the text box of the submission page and select *paste* from the browser *edit* menu |  |
| 6. Click on *submit* to submit the text. This action will open up a page informing the user the submission was successful |  |

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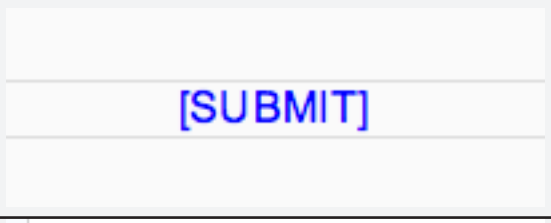
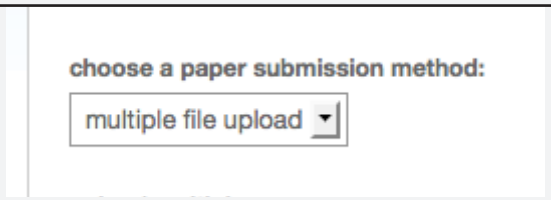
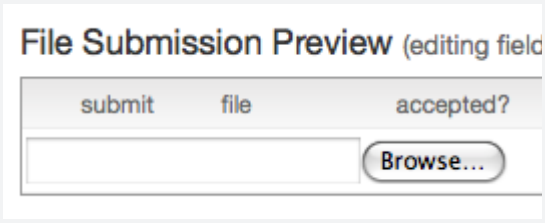
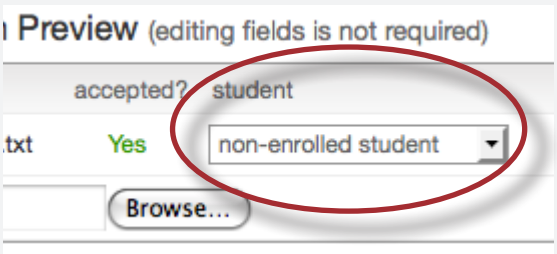
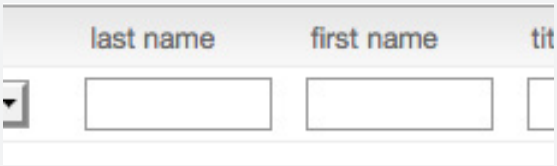
# Multiple File Upload

The multiple file upload submission option allows instructors to upload multiple files simultaneously.

| **Submitting multiple papers using multiple file upload:** | |
|---|---|
| 1. Click on the submit button |  |
| 2. Select *multiple file upload* from the *choose a paper submission method:* pull down menu. *Single file upload* is the default submission type for new users. |  |
| 3. Click on *Browse* and select the first file to attach to the File Submission Preview list |  |
| 4a. Select an enrolled student name using the pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as |  |
| 4b. Enter the first and last name of a non-enrolled student. Not entering a first and last name results in an author name of anonymous |  |
| 5. Enter the title for the paper. If no paper title is entered, the title defaults to the file name for the submitted file | |
| 6. Repeat steps 3-5 for each paper being submitted as part of the upload | |

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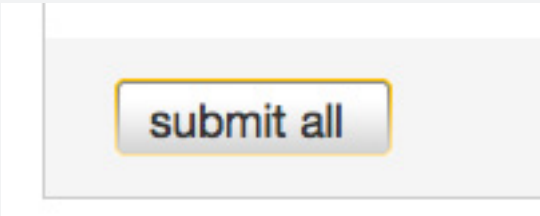
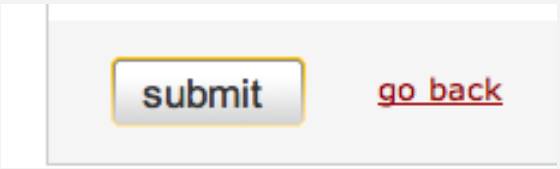
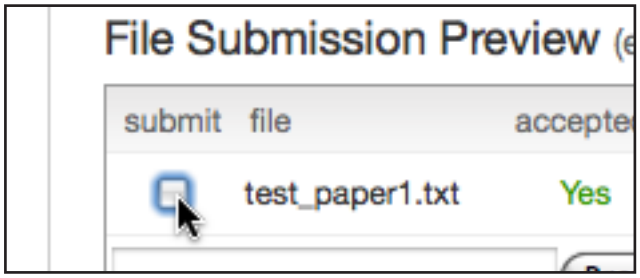
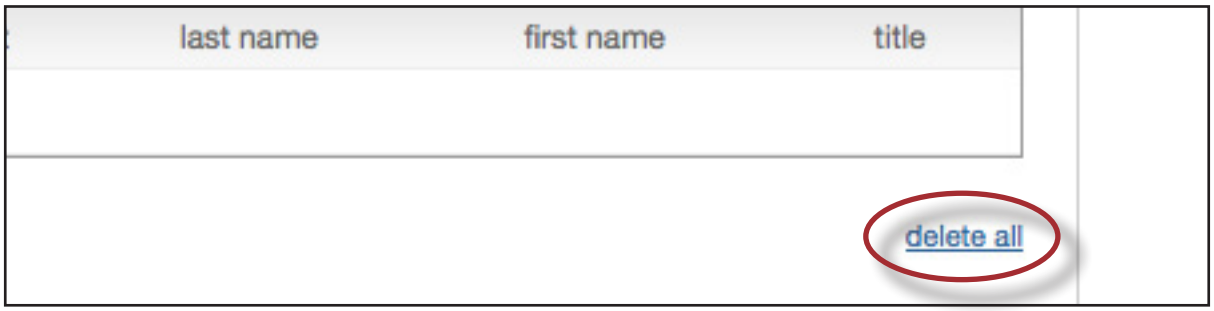
| **Submitting multiple papers using multiple file upload:** | |
|---|---|
| 7. When all the desired files are attached, click the *submit all* button to upload the batch of files |  |
| 8. On the accepted files page please review the files to be uploaded and click *submit* to submit all uploaded files |  |

Files can be excluded from the upload by removing the tick from the tick box to the left of the file name under the submit column.




An instructor may remove all uploaded files from the File Submission Preview list by clicking on the *delete all* link located below the list to the right.

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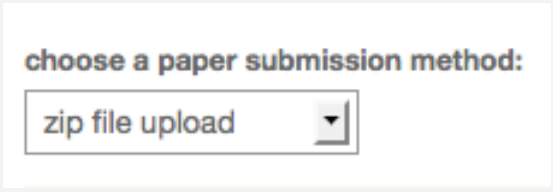
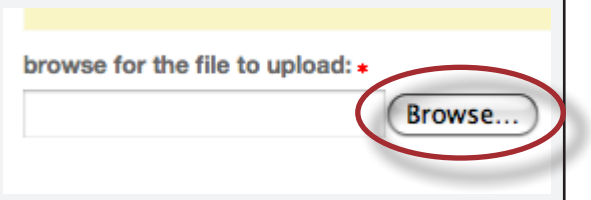
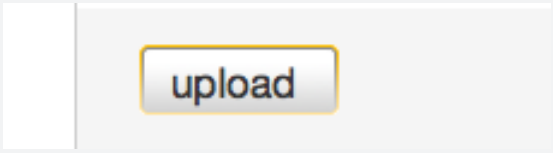
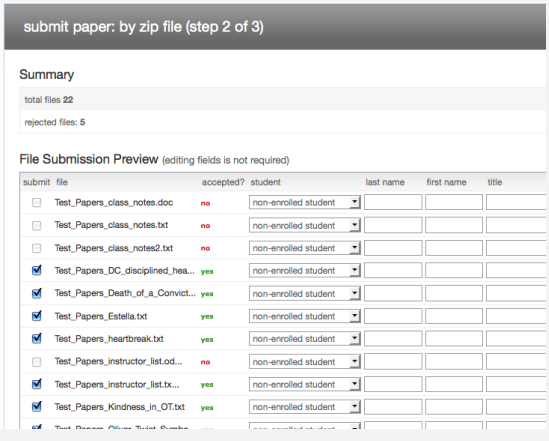
# Zip File Uploads

Instructors are able to upload a zip file of papers to a TurnitinUK assignment. The zip file may be any size up to approximately 200MB and contain up to 1000 individual files. If the zip file exceeds either limit it will be rejected.

Instructors uploading zip files are advised to ensure that no unacceptable file types are contained within the zip file and to be careful of duplicate copies of the same file within the zip file. TurnitinUK will attempt to detect duplicate or invalid files and warn the user of any duplicate or unacceptable files.

| **Submitting papers in a zip file:** | |
|---|---|
| 1. Click on an assignment from the homepage. This will open up a new window, click *Submit* to open up the Turnitin assignment submission page | |
| 2. Select *zip file upload* from the *choose a paper submission*: pull down menu. Single file upload is the default submission type for new users |  |
| 3. Click on *Browse* and select the zip file that will be uploaded |  |
| 4. Click *upload* to load the zip file and view the list of papers. A pop-up window indicating download progress should be shown |  |
| 5. Select the papers to submit by checking or unchecking the *submit* check box for the paper. For each paper being included, the user may:<br>• select an enrolled student in the class or submit as non-enrolled, giving first name or last name;<br>• submit without first and last name, which will default to anonymous<br>• submit with a paper title;<br>• submit without a paper title, which will default to the name of the file |  |

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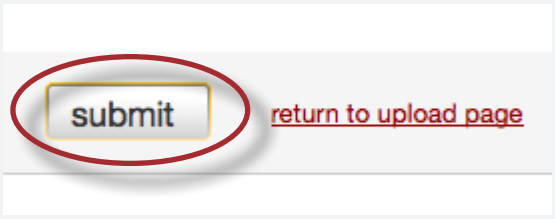
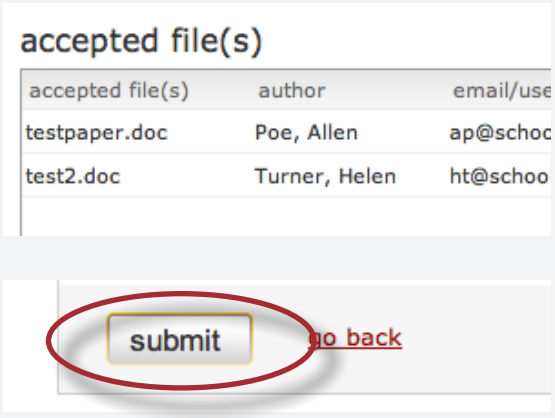
| **Submitting papers in a zip file:** | |
|---|---|
| 6. Once the files to submit from the zip file have been selected and (if needed) assigned name and title information, the user must click on *submit* to continue the upload of papers into the assignment |  |
| 7. A confirmation screen will be shown listing all file names, author names, e-mail user profiles, and submission titles. Any fields containing Anonymous or Not Entered are not required but may be set by using the *go back* link to return to the previous screen<br><br>Click ***submit*** to finalize the zip file upload into the assignment. A progress bar will display the remaining upload time |  |

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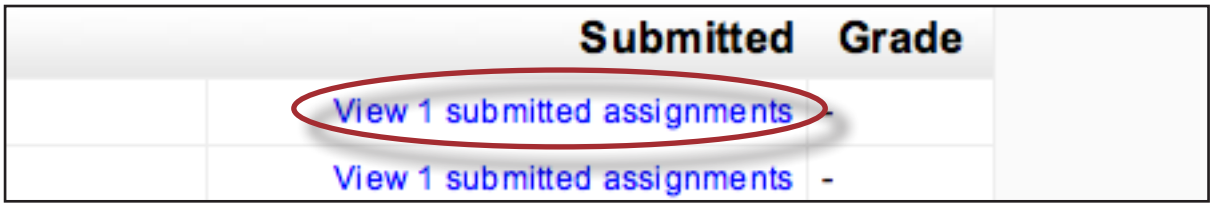
# Viewing the TurnitinUK Assignment Inbox

Instructors can view the Originality Reports completed for submitted papers by accessing the TurnitinUK assignment inbox. Either click on the *Assignments* link in the Activities section on the homepage or click on the assignment title on the homepage.

Clicking on the *Assignments* link will open up the Assignments page. To view the TurnitinUK assignment inbox click on the *view # submitted assignments* link under the *Submitted* column to view the submissions for a specific assignment. If you clicked on the assignment name from the hompage click on the *View # submitted assignments* on the screen.




# Elements of the Assignment Inbox

The assignment inbox is a sorted list of columns containing information regarding submissions in an assignment. The assignment inbox can be organised by any of the criteria listed with a downward pointing arrow to the right - for example, clicking on the column heading name of *author* will sort the contents of the assignment box by author last name from A to Z. Clicking the column heading again will sort it again by the reverse of the criteria, from Z to A.

The columns headings in the assignment inbox are:

- **author** - a column containing the names of any enrolled students and the names given for any non-enrolled instructor uploaded papers in the assignment. Clicking on the name of the author opens the class portfolio page for any enrolled students. Enrolled student names are underlined and lettered in blue

- **title** - the title given for any paper submitted. If there is no submission for a user, this field will list -- no submission --. Clicking on the title of a paper will open a text version of the paper with submission information, but no Originality Report data, to allow an instructor to view the student paper

- **report** - the report column contains the Originality Report icon. The icon contains a percentage indicating the overall similarity of the paper to information in the TurnitinUK repository, 100% being 'fully similar', 0% indicating 'no similarity'. The icon is rectangular and contains the percentage number and the corresponding color. If only a grayed out icon is available, the report is not ready. A -- in the report column indicates no submission or that no Originality Report is generated

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based on assignment settings. To view the detailed similarity index for each repository click on the *view detail* link underneath the report column header. Clicking on the Originality Report icon opens the Originality Report.

- **grademark** - the grademark column indicates GradeMark image availability. A red apple icon shows what papers can be accessed in GradeMark. A gray apple icon indicates that a submission is not available in GradeMark. No icon will appear if a student has not submitted a paper to the assignment or if GradeMark has not been purchased for the account. If the icon is available, click on the red apple icon to open a GradeMark window

- **file** - a page icon and indicator of the file type of a submission that was uploaded to TurnitinUK, or -- in the event no submission was made. Click on the page icon to download a copy of the submission as originally uploaded by the student to the assignment

- **paper ID** - the unique numeric ID number assigned to every submission made to TurnitinUK. This column contains -- if no submission was made. The paper ID is also provided to students or instructors when submitting by file upload or copy and paste as part of the digital receipt

- **date** - the date of a submission. Any dates shown in red indicate a late submission made after the due date and time of an assignment. The format is month-day-year. If no submission was made after the due date/time for a student, this column shows *(late)* in red. If the due date has not passed, students in the class with no submissions have a -- in this column

The assignment inbox also contains a number of items in the assignment inbox panel at the top of the assignment inbox. See the *Organizing the Assignment Inbox* section for more information on these functions. The items are:

**all papers, marked papers, viewed papers, new papers** - allows an instructor to select which folder of an assignment inbox to view. By default, all papers are in the *new papers* folder. The available folders are *all papers, marked papers*, *viewed papers*, and *new papers*. Papers can be moved between folders in the assignment inbox by using the *move to* function. Papers only can be placed in a single folder. Selecting a folder tab will display only that folder unless *all papers* is selected, which shows every submission in an assignment

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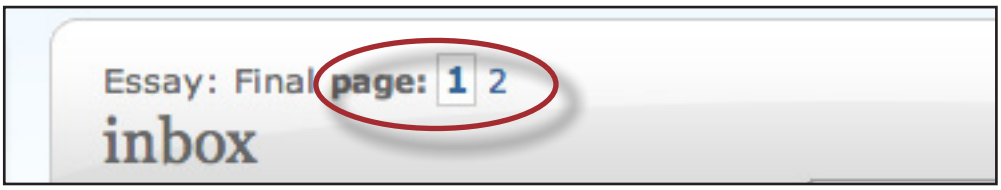
**submit button** - allows an instructor to begin submitting a paper or papers to this assignment

**delete, download, and move to** - these buttons perform the selected action on papers which have a check mark added in the box to the left of the author name

**page** - if there is more than one page to an assignment inbox, click on the page number to move between the pages of the assignment inbox and view the submissions on the pages




## Syncing the Class Roster

Enrolled students will appear in the assignment inbox once they have accessed a TurnitinUK assignment in the course. To automatically import the student list into the inbox before the students access the assignments or submit papers, an instructor can synchronise the assignment roster. Click on the Roster Sync button in the assignment inbox, which will import a list of all students currently enrolled in the Moodle course for the assignment. This function can also be used later to remove student users who are no longer a part of the course. All submissions and data for students removed by a Roster Sync will disappear from all TurnitinUK assignments in the course.

**Warning:** Students who are removed by the roster sync function must be re-added to the Moodle course and the Roster Sync function must be used again to regain access to any submissions, GradeMark commented papers, or other information in the TurnitinUK assignment for the student.

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## Viewing Papers

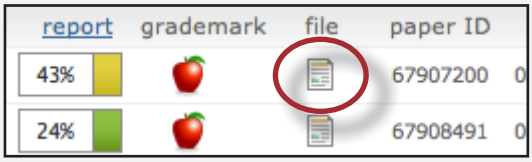
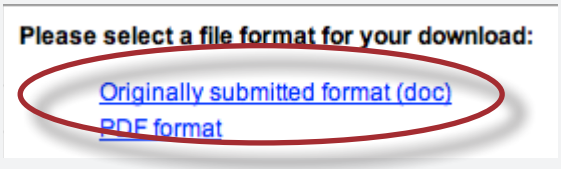
Every paper submitted to an assignment can be viewed online. To view a paper through the TurnitinUK web site without saving a copy to the computer, the instructor simply needs to click on the name of the paper under the *title* column of the assignment inbox. This will open the paper in a new window with the submission and student information as well as the text of the paper.

## Opening the Originality Report

The TurnitinUK Originality Report can be accessed from the assignment inbox. Under the report column are the icons indicating the percentage of the Overall Similarity Index and the corresponding color on a blue to red scale.

## Downloading Papers

The instructor may also download and save papers submitted to an assignment. Instructors may download papers one by one, or in a zip file. Instructors on an account with the GradeMark or Peer Review products active may also select whether to download a PDF version of the submission or the original file format.

| **Downloading papers one at a time:** | |
|---|---|
| 1. Click on the icon under the *file* column for the paper to download |   |
| 2. (If available) For Peer Review and GradeMark accounts, a pop-up window prompts the user to select Originally Submitted format or PDF format |   |
| 3. The files will download to be saved on the user's computer | |

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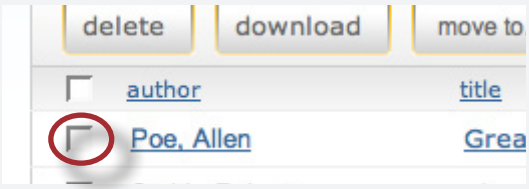
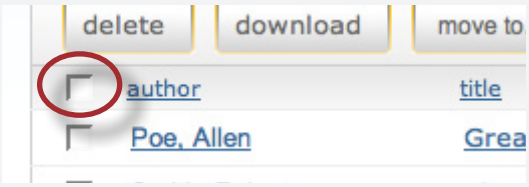
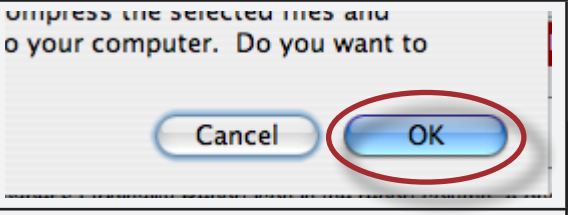
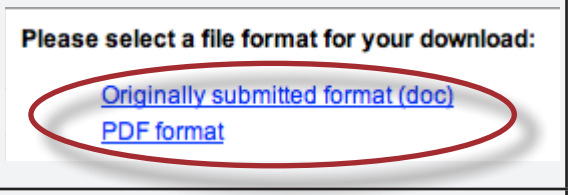
| **Downloading papers in a zip file:** | |
|---|---|
| 1. From the assignment inbox, click the check boxes to select the papers that will be downloaded |  |
| 1a. The user may also select the check box in the column heading to download all papers from all pages of an assignment inbox |  |
| 2. Click on the *download* tab above the check box column to begin the download | |
| 3. Click on *ok* to accept the download |  |
| 4. Select the file format to download in if prompted to do so (GradeMark and Peer Review accounts only) |  |
| 5. The files will download to be saved on the user's computer | |

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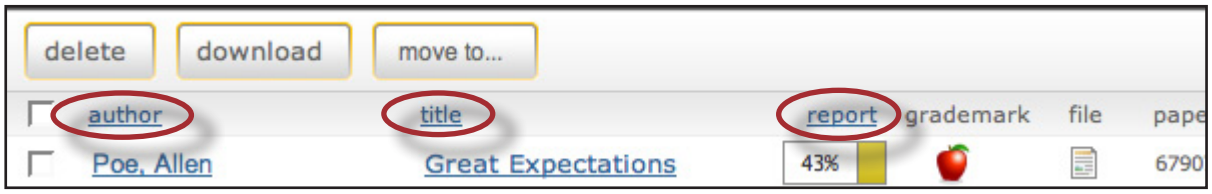
# Organizing the Assignment Inbox

TurnitinUK offers the instructor user many methods to organise papers in the assignment inbox to assist with handling large classes or simply to quickly sort the submissions and Originality Reports in an inbox.

The following are the ways an instructor is able to organise the assignment inbox:

- **sorting by column header** - click any of the column names with a downward pointing arrow to the right. This includes author, title, date, or report column headings. Click a second time to re-sort in the opposite direction, e.g. A-Z becomes Z-A




- **sorting by folder** - the instructor is able to select and move papers to the viewed or marked folders by checking the box to the left of the author name and clicking the *move to* button. Select the destination folder from the drop down menu and click on submit to move the paper to the selected folder

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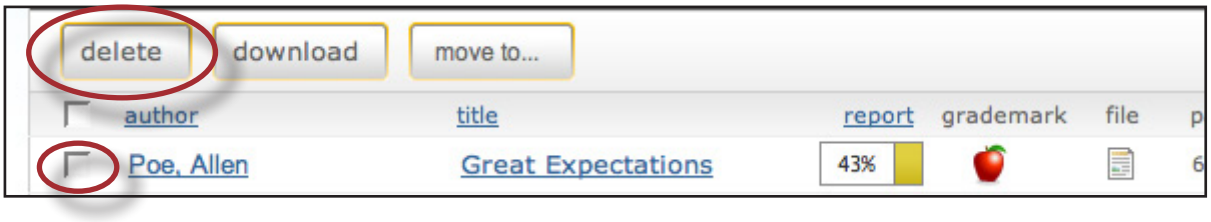
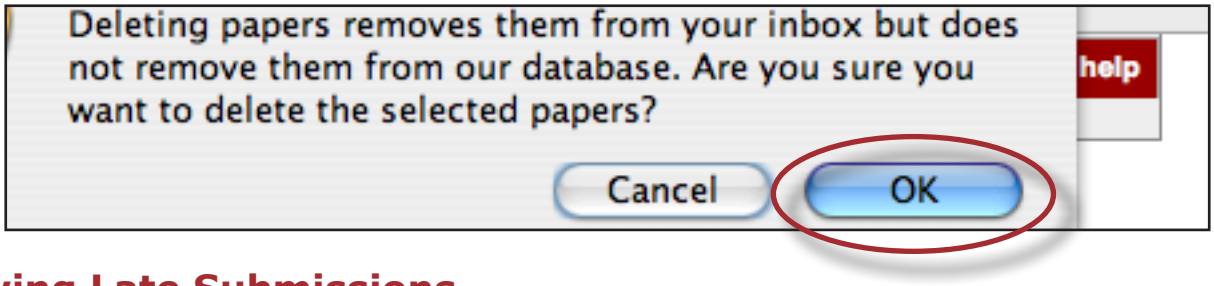
- **deleting unwanted papers -** an instructor can delete papers at any time by checking the box to the left of the paper and clicking the *delete* button. These papers are removed from the assignment inbox but not the submission repository





Deleting papers removes them from your inbox but does not remove them from our database. Are you sure you want to delete the selected papers?
help
Cancel
OK

## Viewing Late Submissions

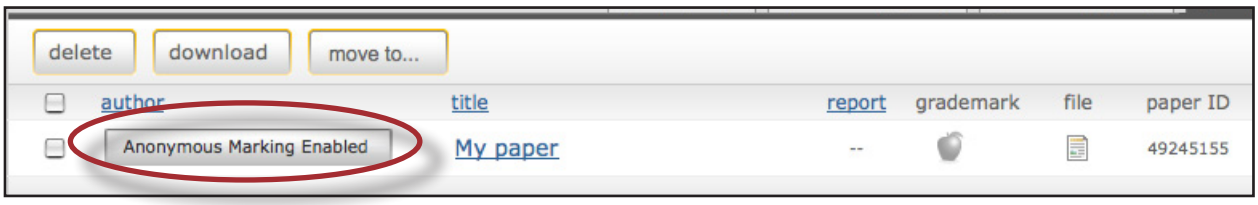
If a student has not submitted a paper, *--no submission--* will show up in place of a paper title. To quickly view which enrolled users have not submitted a paper, sort the inbox by paper title by clicking on the *title* column heading.

If a paper is submitted late to an assignment the submission date appears in red. If no submission has been received by the due date and time, *late* will show up in red in the date column.

## Disabling Anonymous Marking

After an assignment has been created the anonymous marking option can be changed up until the first paper is submitted to the assignment. After a paper has been submitted, the anonymous marking setting will be locked and cannot be altered for that assignment.

When anonymous marking is turned on for an assignment the appearance of the assignment inbox will be altered. Each paper submitted to the assignment will no longer display the author's name next to the paper's title, instead a button labeled *Anonymous Marking Enabled* will be displayed. The names of the authors will be revealed on the post date of the assignment. If an instructor chooses to reveal the author's identity before the post date, click on the *Anonymous Marking Enabled* button.

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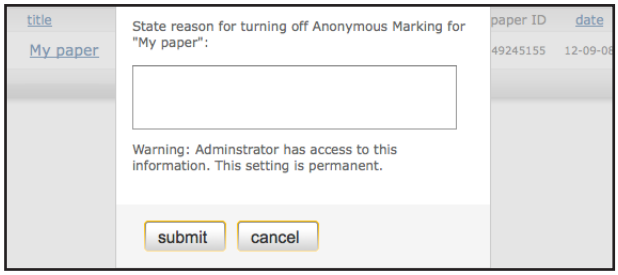
A prompt will open asking the instructor to state the reason for turning off anonymous marking. Enter the explanation into the text field and click submit to reveal the author's name.



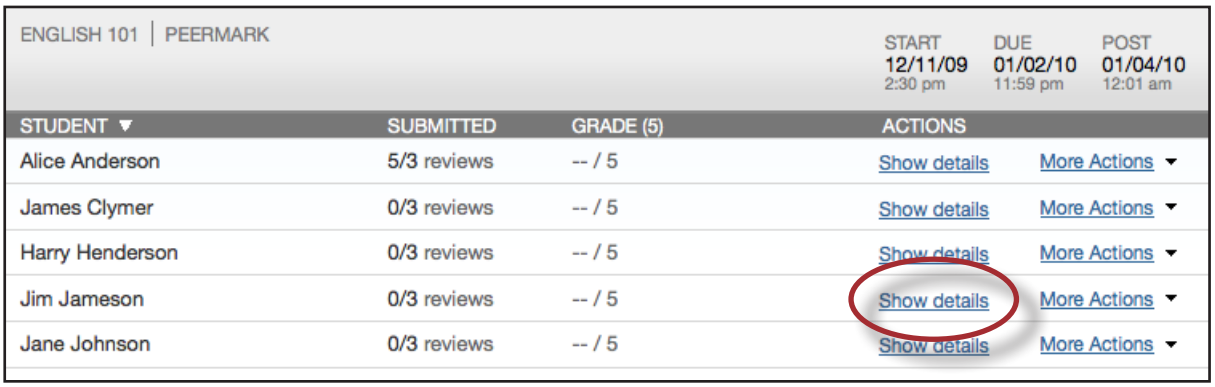

## GradeMark®

To access GradeMark to mark-up the student's paper, click on the red apple icon in the grademark column. For more in depth information on using GradeMark please **click here** to view the GradeMark chapter of the TurnitinUK Instructor manual.

Please note that not all accounts have purchased the GradeMark product, if GradeMark has not been purchased. the grademark column will be blank where the GradeMark icon should appear.

## Viewing the PeerMark Assignment Inbox

Click on the *View* link below the PeerMark assignment to open the PeerMark assignment inbox. The PeerMark assignment inbox displays a list of your students, the number of reviews completed by each student, the students grade for the assignment, and the reviews that each student has written or received. To view the reviews written or received by a student click on the Show details link to the right of the student's name.


ENGLISH 101 | PEERMARK
START 12/11/09 2:30 pm
DUE 01/02/10 11:59 pm
POST 01/04/10 12:01 am
STUDENT
SUBMITTED
GRADE (5)
ACTIONS
Alice Anderson 5/3 reviews -- / 5 Show details More Actions
James Clymer 0/3 reviews -- / 5 Show details More Actions
Harry Henderson 0/3 reviews -- / 5 Show details More Actions
Jim Jameson 0/3 reviews -- / 5 Show details More Actions
Jane Johnson 0/3 reviews -- / 5 Show details More Actions

Within the more details of a single student the instructor can view the progress of the student's reviews or read the student's completed reviews. All the reviews written for this student's paper are visible to the right of the student's submitted reviews.

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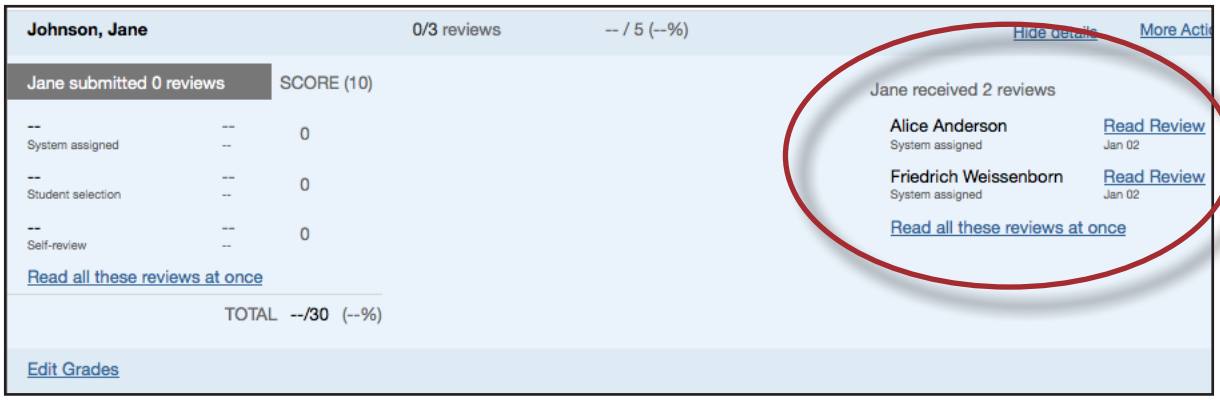
Johnson, Jane
0/3 reviews
-- / 5 (--%)
Hide details
More Acti
Jane submitted 0 reviews
SCORE (10)
-- System assigned -- 0
-- Student selection -- 0
-- Self-review -- 0
Read all these reviews at once
TOTAL --/30 (--%)
Edit Grades
Jane received 2 reviews
Alice Anderson System assigned Read Review Jan 02
Friedrich Weissenborn System assigned Read Review Jan 02
Read all these reviews at once

For more in depth information on using PeerMark please click **here** to view the PeerMark Chapter of the TurnitinUK Instructor Manual.

Please note that not all accounts have purchased the PeerMark product, if PeerMark has not been purchased the PeerMark assignment type will not be available.

## Assignment Inbox Navigation Bar

The navigation bar includes:

- **assignment inbox** - allows the instructor to quickly navigate back to the assignment inbox
- **edit assignment** - by clicking on this menu opens up the assignment options and the instructor has the ability to change features of the assignment at any time
- **libraries** - the libraries tab displays the TurnitinUK assignments created by the instructor. The libraries tab also contains all the PeerMark Question libraries. For more information on the PeerMark question libraries please view our help center article on **PeerMark libraries**.
- **class stats** - The statistics page will list information about the class in a table. The default view of the stats will show the cumulative statistics since the creation of the class. For more information about class stats view Chapter 12 of the TurnitinUK Instructor manual available at https://submit.ac.uk/static_jisc/ac_uk_training.html
- **preferences** - provides four options that the instructor can customise: *default submission type*, *items per page*, *file download format*, and *show page info*
- **help** - this pull-down menu provides links to the knowledge base, user guides, training videos, and the site key

**Note:** If any changes were made to the user profile, the instructor must click on *submit* in the top right corner to save the changes

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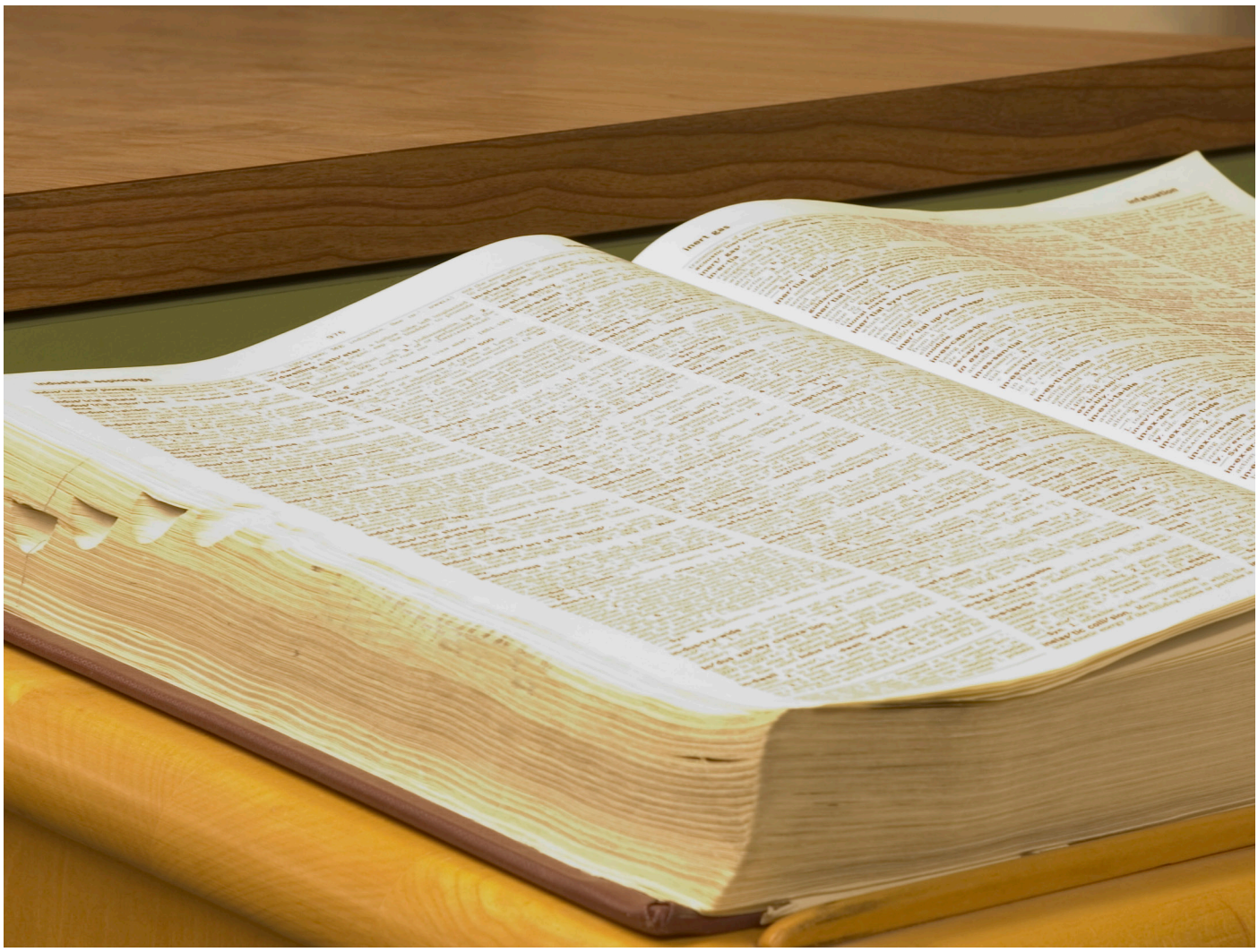

# Glossary

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# Definitions

**account** - a TurnitinUK account allows instructors to use products purchased from TurnitinUK

**account ID** - the numeric identification number for a specific account or sub-account

**administrator** - the controller of a specific TurnitinUK account. This user type is able to install and configure, activate or deactivate products on an account, change account settings, and add or remove instructors from account access

**assignment** - Submissions to a class on TurnitinUK are made to an assignment. Each assignment can allow only a single submission per student user who is enrolled in the class

**class** - to allow students to submit files, an instructor must create a class for their students. A class requires a name, a class ID, and a class enrollment password

**class portfolio -** the class portfolio page is the main view page of a student for a specific class

**consortium account** - an account type which is the parent for multiple institutional accounts. Consortium accounts do not allow instructors to directly join. Instructors must be added to an institutional or departmental account

**default submission type** - a user preference set by instructor or student users to define which file submission method should be displayed by default for submissions to an assignment in a TurnitinUK class

**digital receipt** - the digital receipt is a confirmation of a successful paper submission to a TurnitinUK assignment. The digital receipt contains the unique *paper ID* number, user name, submission date and time, class name, assignment title, and a copy of the submitted work. The digital receipt is shown on-screen after submission and a copy is sent by e-mail to the user at the e-mail address provided as the user login name. This e-mail is sent by jisc_help@turnitin.com and spam filters should be checked to ensure they do not block users from receiving this e-mail

**download** - transmission of a file from TurnitinUK to the computer of the user selecting to download files). Some users may need to enable file download due to security considerations on the web browser or computer being used

**due date** - the due date on a TurnitinUK assignment indicates the date and time of day at which an assignment is due. Submissions after the due date and time may no longer be allowed and will be automatically blocked by the TurnitinUK system. Only the instructor can enable late submissions on an assignment on TurnitinUK. The due date must come after the start date and before the post date during assignment creation. The due date and time may be changed by the instructor at their discretion to meet the needs of a class

**export** (stats) - downloading a copy of account statistics in a Microsoft Excel® format to a user's

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computer

**GradeMark** - a digital grading product offered by TurnitinUK which allows instructors to place comments and QuickMark editing marks on a submission for students to review. This product also includes standardised rubric scorecards and the ability to share QuickMark℠ standard editing marks and rubric scorecards between instructors on an account via export or via administrators using the libraries sharing feature of the GradeMark digital grading product

**homepage** - the default login page, which is different based on the selected default user type of the user profile being accessed

**instructor** - the term used for teachers, tutors, or other student-assisting users added or authorised to join as instructors on a specific TurnitinUK account. A single person may be joined to multiple TurnitinUK accounts or sub-accounts using one user profile or separate user profiles. Users may fill more than one user type role on TurnitinUK

**internet archive** - TurnitinUK's web repository includes inactive or no longer available web pages and copies of pages that have changed over time. This allows TurnitinUK to search against information that is no longer available or which has changed over time.

**items per page** - a user info page preference that allows users to determine the number of items from any list they wish to see per page on TurnitinUK

**knowledge base -** The knowledge base is an area we have created for our users to search for help or information on specific aspects of using TurnitinUK. Also available are frequently updated lists of the most common questions we receive

**libraries** - the libraries menu displays the rubrics created by TurnitinUK or the instructor. For more information about rubrics please view the GradeMark training video or the rubric section of the GradeMark manual available at https://submit.ac.uk/static_jisc/ac_uk_training.html

**log in** - the act of an authorised user entering the e-mail address and personal password created for a user profile to enter TurnitinUK as the user associated with the e-mail address entered

**Optical Character Recognition** (OCR) - Optical character recognition software converts a image of text information into an actual text document that can be read and altered by word processing software. Papers or documents transferred into a computer via a scanner require optical character recognition software conversion to be submitted to TurnitinUK. TurnitinUK only accepts documents containing actual text data rather than an imaged document or submission. Some scanners offer OCR conversion automatically, but most OCR conversion requires hand correction to resolve any inaccuracies which can cause major changes to the actual content of a document

**Originality Report** - the Originality Report is a flexible document that allows students and instructors to review matches between a submitted work and the repositories

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scanned by TurnitinUK. Citations, quotations, and bibliographic material are all scanned against TurnitinUK's repositories to determine an overall similarity percentage as well as specific matches to similar text

**Overall Similarity Index** - the overall similarity index is a percentage indicating the similarity of the text submitted to information contained in the TurnitinUK repositories used for comparison on the assignment the submission was made in. This percentage indicates a percentage based on the length of the paper compared to the length of the areas flagged as similar during the comparison

**paper** - a paper refers to the document or file submitted by a user to an assignment in a class on the TurnitinUK website

**paper ID** - the paper ID number is a unique identifier that can be used to refer to a specific paper. The paper ID number can be viewed by accessing the paper in the assignment inbox for instructors. The paper ID number is also available on the paper view page, Originality Report, and GradeMark digital assessment view of the submission

**PeerMark** - this product allows students to anonymously or with attribution review submissions made by other students within the course. Students reply to free response and scale questions selected or created by the instructor. Instructors may also comment on the paper using three different commenting tools: inline text tool, highlighter tool, and composition marks. A PeerMark assignment must be based on a normal Turnitin assignment where the student papers are initially submitted

**Plagiarism Prevention** - this product creates Originality Reports for submissions in assignments on TurnitinUK. The Originality Reports allow instructors and students to easily determine any problems in citation or referencing and assists instructors in determining the originality of a submitted work

**post date** - the post date of an assignment is set by the instructor during the assignment creation. When the post date and time has passed, students will be able to view GradeMark and GradeBook information on their submissions in this assignment. If the assignment is a Peer Review, students will be able to read the assessments written by their peers after the post date passes. The post date does not control Originality Reports. The post date must come after the start date and due date during assignment creation

**product** - a specific service, feature, or group of features offered by TurnitinUK as part of the purchase of a TurnitinUK license by an educational customer

**proxy server** - a proxy server is a server that stands between an institution's network and the internet. The proxy server passes requests from the institution's network to places on the internet and returns the responses from the internet to the institution's network

**repository** - a set of information of a specific type or types. In the specific context of the Originality Report provided by TurnitinUK, repository is used to refer to the

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type of information the submission was evaluated against for direct matching or high levels of similarity. Available repositories include internet, archived internet, periodical/journal/publication information, and previous submissions

**resubmit** - the act of submitting a new paper in place of an existing submitted paper. Resubmission can only be done if the instructor has set an assignment to allow students to overwrite until the due date and time of the paper, or if the instructor has manually deleted the student's existing submission in the assignment inbox. This option can only be enabled by the class instructor

**revision** (assignment type) - an assignment created by an instructor that is linked to an existing assignment. Revision assignments may have a different start, due, or post date than the primary assignment. Revision assignments allow instructors to easily enable students to submit multiple drafts of the same submission to different assignments. Revision assignments, like regular assignments, only allow one paper per student to be submitted

**shared secret key** - a shared secret key is the eight digit, alphanumeric code that an institution's TurnitinUK account administrator has created with the account's TurnitinUK Sales Representative. The shared secret key is used to verify the integrity of requests sent from the Institution's Moodle account to the institution's TurnitinUK account

**start date** - a date and time selected by the instructor when creating an assignment. The start date and time must pass before students are able to begin submitting to an assignment. Instructors are not prevented from submitting before the start date. The start date for an assignment must be before the selected due date and post date during assignment creation. This may be updated only by the instructor to meet the needs of a class

**student** - a user type able to enroll in courses created by an instructor user. Student user profiles can only submit to assignments created by an instructor in a class they are joined to or have been authorised to join

**sub-account** - an account created beneath a parent account. The TurnitinUK account tree allows for multiple sub-accounts created under each parent account. Only individual accounts may not create sub accounts. The number of institutional accounts created beneath a consortium account is determined by license purchases

**submission** - a file or files uploaded by a student or instructor user into an assignment within a TurnitinUK class. Only a single file per student user can be submitted to an assignment by a student user

**submission type** - TurnitinUK offers multiple submission types for students and instructors. Students are able to submit a single file at a time by either file upload or cut-and-paste submission. Instructors are able to submit files by file upload, copy and paste, multiple file upload, or zip upload options. The default file type for a user to submit by can be viewed or changed in the preferences section of the user info

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page

**upload** (file) - the act of submitting or sending a file into a specific assignment within a TurnitinUK for use with the TurnitinUK products selected for the class

**user profile** - the user profile is a set of user preferences and information associated with a specific ID within TurnitinUK. Each user profile requires a unique e-mail address. A specific e-mail address can only be used once within the TurnitinUK repository. New attempts to create a profile associated with an e-mail address currently existing in TurnitinUK will not succeed

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